



A place where families and businesses thrive.

Monday, March 16, 2020
City Council Regular Meeting Minutes **7:00 p.m., Community Auditorium**

Minutes are unofficial until approved by Council.
Council approved minutes as presented April 13, 2020.

1. CALLED TO ORDER AND ROLL CALL:

Mayor Peter Truax called the regular City Council meeting to order at 7:04 p.m. and led the Pledge of Allegiance.

COVID-19: Due to the emergency declaration resulting from COVID-19 (Coronavirus disease) and protocols, the Council limited in-person contact and implemented social distancing measures. **Councilors attended remotely via telephone conference** (see below) and Councilors at the dais were separated by six feet as well as the public in the audience.

ROLL CALL: COUNCIL PRESENT: Timothy Rippe (via telephone conferencing); Elena Uhing (via telephone conferencing); Mariana Valenzuela; Adolph “Val” Valfre (via telephone conferencing); Malynda Wenzl, Council President; and Mayor Peter Truax. **COUNCIL VACANCY:** 1.

STAFF PRESENT: Jesse VanderZanden, City Manager; Paul Downey, Administrative Services Director; Brenda Camilli, Human Resources Manager (in the audience); Michael Kinkade, Fire Chief (in the audience); Henry Reimann, Interim Police Chief (in the audience); Colleen Winters, Library Director (in the audience); Eddie Littlefield, Power Services Manager (in the audience); and Anna Ruggles, City Recorder.

1. A. SPECIAL RECOGNITION:

Sandra P. Garcia, Sister Cities Committee

Ruggles reported the Sister Cities Committee and interest groups were notified that the City was limiting in-person contact and promoting social distancing. As a result, the award presentation was postponed to a later date. Ruggles reported Sandy Garcia, Sister Cities Committee Chairperson for over 25 years, passed away on March 7, 2020, noting her memorial service arrangements are pending.

1. B. PROCLAMATION:

National Community Development Week

Mayor Truax reported the above-noted proclamation is proclaiming April 13 – 17, 2020, as “National Community Development Week in Forest Grove”, noting the

proclamation will be mailed to Washington County Office of Community Development who requested the mayoral proclamation.

2. CITIZEN COMMUNICATIONS: None.

3. CONSENT AGENDA:

Items under the Consent Agenda are considered routine and are adopted with a single motion, without separate discussion. Council members who wish to remove an item from the Consent Agenda may do so prior to the motion to approve the item(s). Any item(s) removed from the Consent Agenda will be discussed and acted upon following the approval of the remaining Consent Agenda item(s).

- A. Approve City Council Regular Meeting Minutes of February 10, 2020.
- B. Approve City Council Work Session (Council/Management Goal-Setting Retreat) Meeting Minutes of February 15, 2020.
- C. Approve City Council Work Session (Staff Succession Planning Update) Meeting Minutes of February 24, 2020.
- D. Approve City Council Regular Meeting Minutes of February 24, 2020.
- E. Approve City Council Executive Session (Exempt Records) Meeting Minutes of February 24, 2020.
- F. Accept Community Forestry Commission Meeting Minutes of January 15, 2020.
- G. Accept Historic Landmarks Board Meeting Minutes of January 28, 2020.
- H. Community Development Department Monthly Building Activity Informational Report for February, 2020.
- I. Endorse New Liquor License Application (Limited On-Premises Sales) for Bamen Ramen, 2024 19th Avenue, Building A (Applicant: Jason Jewett).
- J. **Endorse Liquor License Renewal Applications for Year 2020:**
 - 1) 7-Eleven, 2001 Yew Street, Off-Premises Sales
 - 2) Diversity Café, 2104 Main Street, Full On-Premises Sales and Catering
 - 3) Forest Grove Theater, 1911 Pacific Avenue, Limited On-Premises Sales
 - 4) Kaiser Brewing Company, 1607 Hawthorne Street, Brewery – Public House
 - 5) Kama Aina, 1910 Main Street, Suite A, Full On-Premises Sales and Off-Premises Sales
 - 6) La Estrella Tacos, 2432 – 2434 19th Avenue, Limited On-Premises Sales Premises Sales
 - 7) McMenamin's Grand Lodge, 3505 Pacific Avenue, Full On-Premises Sales
 - 8) Pizza Schmizza, 2042 Main Street, Limited On-Premises Sales
 - 9) The Growler Garage, 1837 Pacific Avenue, Suite 133, Off-Premises Sales and Limited On-Premises Sales

MOTION: Councilor Wenzl moved, seconded by Councilor Valfre, to approve the Consent Agenda as presented. (Councilors Rippe; Uhing and Valfre via

telephone conferencing). **COUNCIL VACANCY: 1. MOTION CARRIED 6-0 by voice vote**

4. ADDITIONS/DELETIONS:

VanderZanden added Agenda Item 8. A. to the Council meeting agenda and canceled Items 5. A. and 5. B. as outlined below.

5. PRESENTATIONS:

5. A. Ballot Measure 34-296 Proposed Washington County Replacement Local Option Levy for Countywide Public Safety Services

VanderZanden canceled the above-noted agenda item due to limiting in-person contact and promoting social distancing, noting the presenter's PowerPoint presentation is in the Council meeting packet.

5. B. Ballot Measure 34-297 Proposed Washington County Renewal of Local Option Levy to Support Countywide Library Services

VanderZanden canceled the above-noted agenda item due to limiting in-person contact and promoting social distancing, noting the presenter's PowerPoint presentation is in the Council meeting packet.

6. CITY COUNCIL RESOLUTION NO. 2020-26 SUPPORTING WASHINGTON COUNTY REPLACEMENT LOCAL OPTION LEVY FOR COUNTYWIDE PUBLIC SAFETY SERVICES BALLOT MEASURE 34-296

Council Report:

Mayor Truax referenced the above-proposed resolution for Council consideration, noting the resolution is supporting Ballot Measure 34-296, which is replacing the Washington County Public Safety Levy expiring June, 2021. The proposed levy would have a five-year, fixed rate of \$.047 per \$1,000 of assessed value, an increase of \$.05 per \$1,000 of assessed value over the current levy, which is the original levy in the year 2000. If approved, a typical homeowner with assessed value of \$300,000 would pay \$141 per year, or about \$20 more than paid in 2020. In conclusion of the above-noted report, Mayor Truax advised he is recommending Council consider approving the proposed resolution as outlined in Exhibit A.

Before proceeding with Council discussion, Mayor Truax asked for a motion to adopt Resolution No. 2020-26.

Mayor Truax read Resolution No. 2020-26 by title.

MOTION: Councilor Valfre (via telephone conferencing) moved, seconded by Councilor Rippe (via telephone conferencing), to approve City Council

Resolution No. 2020-26 Supporting Washington County Replacement Local Option Levy For Countywide Public Safety Services Ballot Measure 34-296.

Council Discussion:

Hearing no concerns from the Council, Mayor Truax asked for a roll call vote on the motion.

ROLL CALL VOTE: AYES: Councilors Valfre (via telephone conferencing), Rippe (via telephone conferencing), Valenzuela, Valfre (via telephone conferencing), Wenzl, and Mayor Truax. NOES: None. COUNCIL VACANCY: 1. MOTION CARRIED 6-0.

7. CITY COUNCIL RESOLUTION NO. 2020-27 SUPPORTING WASHINGTON COUNTY RENEWAL OF LOCAL OPTION LEVY TO SUPPORT COUNTYWIDE LIBRARY SERVICES BALLOT MEASURE 34-297

Council Report:

Mayor Truax referenced the above-proposed resolution for Council consideration, noting the resolution is supporting Ballot Measure 34-297, which is renewing the county-wide Washington County Cooperative Library Services Levy expiring June, 2021. The proposed renewal levy would have a five year, fixed rate of \$.022 per \$1,000 of assessed value, which is unchanged from the current rate. If approved, a typical homeowner with assessed value of \$300,000 would pay \$66 per year. In conclusion of the above-noted report, Mayor Truax advised he is recommending Council consider approving the proposed resolution as outlined in Exhibit A.

Before proceeding with Council discussion, Mayor Truax asked for a motion to adopt Resolution No. 2020-27.

Mayor Truax read Resolution No. 2020-27 by title.

MOTION: Councilor Rippe (via telephone conferencing) moved, seconded by Councilor Valfre (via telephone conferencing), to approve City Council Resolution No. 2020-27 Supporting Washington County Renewal of Local Option Levy to Support Countywide Library Services Ballot Measure 34-297.

Council Discussion:

Hearing no concerns from the Council, Mayor Truax asked for a roll call vote on the motion.

ROLL CALL VOTE: AYES: Councilors Rippe (via telephone conferencing), Uhing (via telephone conferencing), Valenzuela, Valfre (via telephone conferencing), Wenzl, and Mayor Truax. NOES: None. COUNCIL VACANCY: 1.

MOTION CARRIED 6-0.

**8. RESOLUTION NO. 2020-28 OF THE CITY OF FOREST GROVE, OREGON,
AUTHORIZING THE ISSUANCE OF REFUNDING REVENUE BONDS TO REFINANCE
PROJECTS FOR PACIFIC UNIVERSITY**

Staff Report:

Downey presented the above-proposed resolution for Council consideration, noting due to favorable interest environment for refinancing, Pacific University would like the City to issue refunding revenue bonds to refund all or any portion of the City's Campus Improvement Refunding Revenue Bonds (Pacific University Project), Series 2014A (Tax-Exempt) and Campus Improvement Revenue Bonds (Pacific University Project) Series 2014B (Federally Taxable) issued in the aggregate principal amount of \$38,640,000 (together, the 2014 Bonds) and its Campus Improvement Revenue and Refunding Bonds (Pacific University Project) (Series 2015A) issued in the aggregate principal amount of \$36,425,000 (the 2015 Bonds and together with the 2014 Bonds, the Prior Bonds). In conclusion of the above-noted staff report, Downey advised staff is recommending Council consider approving the proposed resolution as outlined in Exhibit A, noting no City funds are being used to pay the costs of issuing the bonds and Pacific University is paying the City a fee of \$2,000 to pay for City staff time for the issuance process.

Before proceeding with Council discussion, Mayor Truax asked for a motion to adopt Resolution No. 2020-28.

Mayor Truax read Resolution No. 2020-28 by title.

MOTION: Council President Wenzl moved, seconded by Councilor Valfre (via telephone conferencing), to approve City Council Resolution No. 2020-28 of the City of Forest Grove, Oregon, Authorizing the Issuance of Refunding Revenue Bonds to Refinance Projects for Pacific University.

Council Discussion:

Hearing no concerns from the Council, Mayor Truax asked for a roll call vote on the motion.

ROLL CALL VOTE: AYES: Councilors Rippe (via telephone conferencing), Uhing (via telephone conferencing), Valenzuela, Valfre (via telephone conferencing), Wenzl, and Mayor Truax. NOES: None. COUNCIL VACANCY: 1. MOTION CARRIED 6-0.

**8. A. RESOLUTION NO. 2020-29 CITY OF FOREST GROVE DECLARATION STATE OF
EMERGENCY**

Staff Report:

VanderZanden added the above-noted proposed resolution for Council consideration, noting pursuant to ORS Chapter 401 and the City's Emergency Operations Plan, the Mayor is specifically delegated the responsibility to declare a state of emergency, encompassing all of the area within the city limits. The President of the United States, the State Governor and Washington County Board of Commissioners have declared a state of emergency in response to multiple cases of Coronavirus (COVID-19). In conclusion of the above-noted staff report, VanderZanden advised staff is recommending Council consider approving the proposed resolution as outlined in Exhibit A, noting the City's declaration is effective March 14, 2020, at 1:00 p.m. and will remain in effect until 8:00 p.m. on April 13, 2020, unless superseded sooner.

Before proceeding with Council discussion, Mayor Truax asked for a motion to adopt Resolution No. 2020-29.

Mayor Truax read Resolution No. 2020-29 by title.

MOTION: Council President Wenzl moved, seconded by Councilor Valfre (via telephone conferencing), to approve Resolution No. 2020-29 City of Forest Grove Declaration State of Emergency.

Council Discussion:

In response to various Council inquiries pertaining to homeless shelters and healthcare facilities, Fire Chief Kinkade advised he is working with Washington County Emergency Command Center and is in contact with local healthcare facilities.

In response to various Council inquiries pertaining to City Hall hours, Downey advised City Hall has reduced business hours from 9am to 5pm to 10am to 3pm. Winters noted the Library is promoting online resources.

In response to staff work hours and staff leave policies, Camilli provided an update of the general procedures and policies, noting no city staff has been sent home as of yet, but part of the process is to evaluate employee circumstances.

Hearing no further concerns from the Council, Mayor Truax asked for a roll call vote on the above motion.

ROLL CALL VOTE: AYES: Councilors Rippe (via telephone conferencing), Uhing (via telephone conferencing), Valenzuela, Valfre (via telephone conferencing), Wenzl, and Mayor Truax. NOES: None. COUNCIL VACANCY: 1. MOTION CARRIED 6-0.

9. CITY COUNCIL COMMUNICATIONS:

Rippe reported attending Economic Development Commission meeting on March 3, 2020. Rippe reported attending National League of Cities Conference, noting there was a lot of discussion pertaining to Coronavirus (COVID-19). Rippe noted the Public Safety Advisory Commission does not plan to meet until April. In addition, Rippe reported on other related matters of interest and upcoming legislative-related virtual meetings he was planning to attend.

Uhing reported Sustainability Commission canceled its meeting in March and postponed its clean-up event to a later date due to Coronavirus (COVID-19).

Valenzuela reported Centro Cultural in Cornelius is currently closed due to Coronavirus (COVID-19). In addition Valenzuela reported on attending the Habitat for Humanity Gala.

Valfre reported attending Washington County Community Development Block Grant Program Policy Advisory Board meeting, noting presentations were held.

Wenzl reported Forest Grove School District has closed due to Coronavirus (COVID-19). In addition, Wenzl reported Sister Cities Committee is seeking homestay families for the Nyuzen Adult Delegation Visit in July.

10. City Manager's Report:

VanderZanden commended Department Directors and staff who are working jointly during the Coronavirus (COVID-19) situation. The Council also commended staff as well, especially Fire Chief Kinkade who has been reporting updates as situations occur. VanderZanden reported an Incident Management Team has been assembled, noting current updates on City services are listed on the City's website Latest News, "City Response to Coronavirus". In addition, VanderZanden referenced the City Manager's Report, dated March 9, 2020, which reported on various department-related activities and projects.

11. MAYOR'S REPORT:

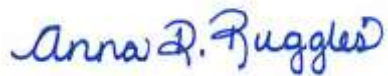
Mayor Truax reported on the most recently-issued State Governor's Order (Order 20-05, which went into effect on March 12 and remains in effect until April 8, 2020), prohibiting large gatherings due to COVID-19 outbreak in Oregon in order to slow the spread of the disease, and to protect Oregonians who are at highest risk for contracting the disease), noting bars and restaurants largely closed are still allowing take-out orders and drive-through; businesses allowed to remain open must designate an employee to create and enforce social distancing policies; and for businesses that remain open, the governor has directed staff be allowed to work from home when possible, and that safe social distancing provisions be maintained for those employees who must be on site. Mayor Truax advised he has sent a letter to

Congress asking to consider family paid leave policy and finding a way so the U. S. Census can move forward. In addition, Mayor Truax reported city staff is assessing how the budget process will proceed in order to meet the deadlines for the City's budget adoption, noting information will be reported soon.

12. ADJOURNMENT:

Mayor Truax adjourned the regular Council meeting at 8:14 p.m. and asked everyone to visit the city's website as information was changing daily.

Respectfully submitted,



Anna D. Ruggles, CMC, City Recorder